

**A RESOLUTION
BY CITY UTILITIES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AMENDMENT AGREEMENT NO. 2 WITH FULL CIRCLE COMMUNICATIONS, INC. FOR FC-6007000064, ANNUAL CONTRACT FOR PUBLIC RELATIONS AND MEDIA CAMPAIGN, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS, TO PAY FINAL INVOICES IN AN AMOUNT NOT TO EXCEED FORTY FIVE THOUSAND TWO HUNDRED FORTY SIX DOLLARS AND TWENTY CENTS (\$45,246.20), WITH ALL CONTRACTED WORK BEING CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBERS: 7701 (TRUST FUND) 130201 (DPW SOLID WASTE ADMINISTRATION) 5212001 (CONSULTANT/PROF. SERVICES) 4100000 (PUBLIC WORKS ADMINISTRATION) 600099 (SOLID WASTE MANAGEMENT PROGRAM 69999 (FUNDING SOURCE FOR NON-CAPITAL); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") did enter into an agreement with Full Circle Communications, Inc. for FC-6007000064, Annual Contract for Public Relations and Media Campaign; and

WHEREAS, the purpose of the Agreement was to immediately inform and educate the public regarding upcoming changes in the garbage collection schedules and policies; and

WHEREAS, the term of the agreement is for One (1) year, with Two (2) One (1) year renewal options effective December 4, 2007 to December 3, 2008; and

WHEREAS, the Chief Procurement Officer issued a Ninety (90) Day extension giving the term a new expiration date of March 3, 2009; and

WHEREAS, the work was satisfactorily completed with additional costs being incurred due to postage and additional work that was unforeseen; and

WHEREAS, the Commissioner of the Department of Public Works and the Chief Procurement Officer have recommended Amendment Agreement No. 2 to Full Circle Communications, Inc. to pay final invoices in an amount not to exceed Forty Five Thousand Two Hundred Forty Six Dollars and Twenty Cents (\$45,246.20).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to enter into Amendment Agreement No. 2 with Full Circle Communications, Inc. for FC-6007000064, Annual Contract for Public Relations and Media Campaign, in an amount not to exceed Forty Five Thousand Two Hundred Forty Six Dollars and Twenty Cents (\$45,246.20).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is directed to assist the City Attorney in the preparation of the Contract for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding on the City and the City will incur no obligation nor liability under it until it has been approved as to form by the City Attorney, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Full Circle Communications, Inc.

BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from FDOA: 7701 (Trust Fund) 130201 (DPW Solid Waste Administration) 5212001 (Consultant/ Prof. Services) 4100000 (Public Works Administration) 600099 (Solid Waste Management Program) 69999 (Funding Source for Non-Capital); and for other purposes.

LEGISLATIVE SUMMARY
FC-6007000064, Public Media Relations Campaign
Amendment Agreement No. 2

TO: CITY UTILITIES COMMITTEE

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AMENDMENT NO. 2 WITH FULL CIRCLE COMMUNICATIONS, FOR FC-6007000064, ANNUAL CONTRACT FOR PUBLIC RELATIONS AND MEDIA CAMPAIGN, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS, TO PAY FINAL INVOICES IN AN AMOUNT NOT TO EXCEED FORTY FIVE THOUSAND TWO HUNDRED FORTY SIX DOLLARS AND TWENTY CENTS (\$45,246.20); ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBERS: 7701 (TRUST FUND) 130201 (DPW SOLID WASTE ADMINISTRATION) 5212001 (CONSULTANT/PROF. SERVICES) 4100000 (PUBLIC WORKS ADMINISTRATION) 600099 (SOLID WASTE MANAGEMENT PROGRAM 69999 (FUNDING SOURCE FOR NON-CAPITAL) ; AND FOR OTHER PURPOSES.

Committee Meeting Date:	February 10-11, 2009
Council Meeting Date:	February 16, 2009
Requesting Dept.:	Public Works
Contract Type:	RFP
Advertisement:	In the AJC 06/04/06 and 06/11/06 and Webpage 05/08/06 to 06/28/06
Bids/Proposals Due:	09/05/07
Invitations Mailed:	25 invitations mailed
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Bids/Proposals Received:	1
Bidders/Proponents:	Full Circle Communications, Inc.
Contractor	Full Circle Communications, Inc.
Estimated Value:	\$45,246.20
Scope Summary:	The services required by this contract include effectively provide a public awareness campaign by implementing ongoing communication with citizens regarding upcoming changes in garbage collection schedules and policies.
Evaluation Team:	The Review/Evaluation Committee members comprised of representatives from the Department of Public Works' Quality of Life Bond Program (QOLBP).

Term of Contract: One year (1) with two (2) one (1) year renewal options at the City's sole discretion.

Fund Account Centers: 7701 (TRUST FUND) 130201 (DPW SOLID WASTE ADMINISTRATION) 5212001
(CONSULTANT/PROF. SERVICES) 4100000
(PUBLIC WORKS ADMINISTRATION) 600099
(SOLID WASTE MANAGEMENT PROGRAM 69999 (FUNDING SOURCE FOR NON-CAPITAL)

Prepared By: Kimberly Lyons, Contracting Officer

Contact Number: (404) 865-8521



CITY OF ATLANTA
DEPT. OF PROCUREMENT

09 JAN -6 AM 8:41

SHIRLEY FRANKLIN
MAYOR


CITY OF ATLANTA
55 TRINITY AVE., SW, ATLANTA, GEORGIA 30303-0324
SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS

Joe Basista
Commissioner

MEMORANDUM FOR: REQUEST FOR CHANGE OR MODIFICATION

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Joe Basista, Commissioner
Department of Public Works 

SUB: REQUEST FOR CONTRACT CHANGE, AMENDMENT OR MODIFICATION TO: FC
6007000064, Public Relations and Media Campaign

Contractor(s): Full Circle Communications, Inc.

DATE: January 6, 2009

NARRATIVE

Pursuant to Sections 2-1102, 2-1103, 2-1206, and 2-1292, of the City of Atlanta Procurement Code and Article 33- Changes and Extra Work of the General Conditions for the Contract, The Department of Public Works (DPW) on behalf of the Solid Waste Services Division (SWS) request an extension of the Following Contract:

A. Description of Proposed Change (s) / Amendment (s) / Modification (s)

B. A request to issue Amendment No. 2 to Full Circle Communications, Inc. to pay for final invoices in the amount of \$45, 246.20 that were incurred as a result of additional work needing to be done .

C. Need for Proposed Change (s)

To allow for the payment of final invoice for additional work completed. Additional work due to unforeseen requirements after Notice to Proceed (NTP) was issued.

D. Adjustment of Contract time
NONE

If additional information is needed, please feel free to contact Soraya Belgrave at Ext. 6002.

JJB/sb

cc: James Swope, Department of Public Works
Cathy Martin, Department of Procurement
Soraya Belgrave, Department of Public Works / File

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: City Utilities Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AMENDMENT AGREEMENT NO. 2 WITH FULL CIRCLE COMMUNICATIONS, INC. FOR FC-6007000064, ANNUAL CONTRACT FOR PUBLIC RELATIONS AND MEDIA CAMPAIGN, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS, TO PAY FINAL INVOICES IN AN AMOUNT NOT TO EXCEED FORTY FIVE THOUSAND TWO HUNDRED FORTY SIX DOLLARS AND TWENTY CENTS (\$45,246.20), WITH ALL CONTRACTED WORK BEING CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBERS: 7701 (TRUST FUND) 130201 (DPW SOLID WASTE ADMINISTRATION) 5212001 (CONSULTANT/PROF. SERVICES) 4100000 (PUBLIC WORKS ADMINISTRATION) 600099 (SOLID WASTE MANAGEMENT PROGRAM 69999 (FUNDING SOURCE FOR NON-CAPITAL); AND FOR OTHER PURPOSES.

Council Meeting Date: February 16, 2009

Requesting Dept.: Department of Public Works

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to pay final invoices for work that was completed.

2. Please provide background information regarding this legislation.

The City entered into an agreement with Full Circle Communications, Inc. to inform the public of upcoming changes to the garbage collection schedules and policies. Additional work was needed to complete the project, which included postage to mail out informational brochures which was not factored into the original contract amount.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** N/A

(b) **Source Selection:** N/A

(c) **Bids/Proposals Due:** N/A

(d) **Invitations Issued:** N/A

(e) **Number of Bids:** N/A

(f) **Proposals Received:** N/A

(g) **Bidders/Proponents:** N/A

(h) **Term of Contract:** N/A

(I) **Fund Account Center:** 7701 (Trust Fund) 130201 (DPW Solid Waste Administration) 5212001 (Consultant/ Prof. Services) 4100000 (Public Works Administration) 600099 (Solid Waste Management Program) 69999 (Funding Source for Non-Capital)

5. Source of Funds: N/A

6. Fiscal Impact: \$45, 246.20

7. Method of Cost Recovery: .N/A

This Legislative Request Form Was Prepared By: Soraya Belgrave

TRANSMITTAL FORM FOR LEGISLATION

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TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Soraya Belgrave

Contact Number: (404) 330-6002

Originating Department: Department of Public Works

Committee(s) of Purview: City Utilities Committee

Chief of Staff Deadline: January 27, 2009

Anticipated Committee Meeting Date(s): February 10, 2009

Anticipated Full Council Date: February 16, 2009

Legislative Counsel's Signature: Saul Schultz

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

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Mayor's Staff Only

Received by CPO:

(date)

Received by LC from CPO:

(date)

Received by Mayor's Office:

(date)

Reviewed by:

(date)

Submitted to Council:

(date)